

THE PACE AWARD

The PACE AWARD is presented annually in the name of the former Secretary of the Army Frank Pace. An appropriate memento is purchased for presentation to the award winners. Individuals selected as a runner-up for the award will receive a Certificate of Achievement signed by the Secretary of the Army.

Purpose

The purpose of this award is to give special recognition to both a civilian employee and a military officer officially assigned to Headquarters, Department of the Army, for a contribution of outstanding significance to the Army, which culminated during the calendar year. The individual contribution must be the result of a nominee's personal efforts rather than that of a collective effort as head of a staff unit.

Eligibility

Any army civilian employee, GS/GM-14 or below, and any military officer, Lieutenant Colonel or below, officially assigned to Headquarters Department of the Army in a staff capacity, at the close of calendar year 2002.

Basis for Selection

Eligible personnel will be nominated and considered in accordance with the following criteria:

a. Completion of a significant task or staff assignment during calendar year 2002 which has brought benefit to the Army, such as great improvement in service, substantial financial savings or a significant technological or military development. The accomplishments should include efforts above and beyond the routine tasks performed on a daily basis.

b. General performance of assigned duties and responsibilities in such a manner as to have demonstrated outstanding executive, scientific or technical abilities.

Nomination of Candidates

The Secretary of the Army, and Principal Officials of Headquarters, Department of the Army are invited to submit nominations. Nominations must be submitted in an original and 7 copies to Personnel and Employment Service-Washington, Labor Management & Employee Relations Division, Room 1A884, 6800 Army Pentagon, Washington, DC 20310-6800 not later than 10 January 2003.

What to Submit

NOMINATING OFFICIALS (DESIGNATED PRINCIPAL OFFICIALS HQDA) WILL PERSONALLY ENDORSE EACH NOMINATION WHICH WILL CONSIST OF THE FOLLOWING:

1. A cover sheet containing:
 - a. Name, title, grade or rank, organizational location, date and place of birth, length of service;
 - b. A brief description of the nominee's present duties and responsibilities including the scope of work; and
 - c. A point of contact with telephone extension, for the nomination package.
2. A written statement of justification:
 - a. Consisting of no more than two typewritten pages arial 12 type.
 - b. Justification should be as specific as possible, succinctly listing the significant contributions and their impacts of the nominee. Additional materials are not permitted as enclosures.
3. A proposed citation: A proposed citation consisting of up to 100 words highlighting the significant achievements of the nominee will be placed on the Pace Award Certificate to be signed by the Secretary of the Army.
4. A DA Form 1256, "Incentive Award Nomination and Approval":
Nominating officials will ensure that Part I of the DA Form 1256 is completed. Block 6a "Other" should be checked specifying "PACE AWARD". Block 6b is not used. PRINCIPAL OFFICIALS must sign Block 7b of DA Form 1256.